

Contents of this application packet:

- ❑ A copy of the **National Organic Program (NOP) Final Rule** (Title 7, Part 205, CFR) parts A – G.

Instructions: Read, review and retain

Explanation: These are the organic standards that you are agreeing to abide by when you apply for certification. The “Rule” is a federal law and has also been adopted as Montana State law. Failure to follow organic standards in the Rule is a violation of both state and federal laws.

- ❑ An Organic Materials Review Institute (OMRI) packet, including the **OMRI generic and brand name materials lists**.

Instructions: Use as reference tools to check the status of any materials you wish to use in your organic crop or livestock operation.

Explanation: OMRI is an independent organization that reviews materials used as inputs, processing aids or ingredients in organic production and handling. The reference lists indicate the status of materials (as approved, prohibited or restricted) under the NOP standards. These lists may be used as a guide when choosing materials for use in your crop or livestock operation.

- ❑ A copy of the **Montana State Statute** authorizing the Organic Certification Program (MCA 80-11-601 and 602).

Instructions: Read, review and retain

Explanation: This is the Montana State Law authorizing the Organic Certification Program.

- ❑ A copy of the Montana Department of Agriculture Organic Certification Program **administrative rules**.

Instructions: Read, review and retain

Explanation: These administrative rules are the policies and procedures (including fees) by which the Montana Department of Agriculture operates the Organic Certification Program.

- ❑ A copy of the Montana Department of Agriculture Organic Certification Program **compliance procedures**.

Instructions: Read, review and retain

Explanation: Describes complaint, investigation, enforcement, appeals and mediation procedures. The procedures described may be useful if you need to understand your rights to appeal an adverse decision or if you wish to report a violation.

❑ **An Organic Producer fee schedule.**

Instructions: Read, review and retain

Explanation: Lists fees charged for producer certification.

❑ **An Organic Producer Application form.**

Instructions: Complete and return this form if applying for producer (crops, wild crops or livestock) certification. Follow instructions on the form.

Explanation: The NOP defines a producer as: “A person who engages in the business of growing or producing food, fiber, feed, and other agricultural-based consumer products.” If your operation(s) fit this definition, please complete a producer application.

❑ **An Organic Production System Plan form.**

Instructions: Complete and return this form if you are submitting a producer application. **Complete all sections of the form, mark the section as “Not Applicable” if it does not apply to your operation. Do NOT leave any sections blank.** Follow instructions on the form.

Explanation: An Organic System Plan is: “A plan of management of an organic production or handling operation that has been agreed to by the producer or handler and the certifying agent and that includes written plans concerning all aspects of agricultural production or handling ...” This plan is the description of your operation, which will be used to determine your eligibility for certification and compliance with organic standards. Failure to complete [any part of] the form will delay processing your application.

❑ **An Organic Livestock Addendum**

Instructions: Complete and return an Organic Livestock Addendum if you are seeking certification for any livestock. **Complete all sections of the form, mark the section as “Not Applicable” if it does not apply to your operation. Do NOT leave any sections blank.** Follow instructions on the form.

Explanation: The Organic Livestock Addendum provides detailed information on your livestock operation and livestock production practices. This information is required to determine eligibility for certification and compliance with organic standards. Failure to complete [any part of] the form will delay processing your application.

❑ **A Field History form.**

Instructions: Complete and return a Field History form, listing information for the current year and the three proceeding years for all fields requested for certification. Each form can accommodate up to 15 fields. Follow instructions on the form.

Explanation: The Field History form provides detailed information on your cropping history and crop production inputs used. This information is required to determine eligibility for certification and compliance with organic standards.

❑ **A Previous Land Manager Affidavit**

Instructions: Complete and return a Previous Land Manager Affidavit for any field or parcel of land that you have not managed for (at least) the past 36 months prior to the intended harvest date. Follow instructions on the form.

Explanation: The Previous Land Manager Affidavit provides independent verification of the cropping history and crop production inputs used on “new” land proposed for organic certification. This information is required to determine eligibility for certification and compliance with organic standards.

❑ **An Organic Seed Non-Availability Affidavit**

Instructions: Complete and return an Organic Seed Non-Availability Affidavit if you used or plan to use any non-organic seeds or planting stock. List all non-organic seed/planting stock varieties used or planned. Also list at least three suppliers contacted in your search for organic seed/planting stock. Finally, describe your plan(s) to obtain organic seed/planting stock in the future.

Explanation: The Organic Seed Non-Availability Affidavit provides documentation of your efforts to obtain organic seed/planting stock and of its non-availability. This information is used to determine your eligibility for an exemption from the requirement to use organic seeds and planting stock.

❑ **Record of Complaints to an Organic Operation**

Instructions: You must record all complaints received (both written and verbal complaints) pertaining to the organic integrity of your products. Retain this record for a minimum of 5 years from the date of the records' creation. DO NOT return this form with your application—the information you record on this form will be reviewed during your annual inspection.

Explanation: In order for a producer to ship organic products to European and other export markets, the certifier of that operation must be accredited under the internationally accepted regulation of ISO Guide 65. This regulation requires operators to record complaints made to them regarding their compliance with organic standards. The Montana Department of Agriculture supplies this form to assist operators in establishing a system for recording complaints that is compliant with ISO Guide 65. The inspector will verify your record of complaints during your annual inspection.